

Notice of Public Meeting of a Public Body
Sections 7.6, 7.7.4 and 7.9.1

**NOTICE OF PUBLIC MEETING OF THE
Community Forestry Committee (Arizona Forest Health Council)**

Pursuant to A.R.S. Section 38-431, notice is hereby given to the members of the **Forest Health Council, Committee Members** and to the general public that the Community Forestry Committee will hold a meeting open to the public:

**Arizona Department of Environmental Quality
1110 West Washington Street, Ste 160
Conference Room 1010B
Phoenix, AZ 85007**

**Thursday, 13 February 2014
9:00 AM – 12:00 PM**

MINUTES

1. Call to Order – 9:06 AM, Co-chair, Alix Rogstad

Members Present:

Co-chair Alix Rogstad, John Sterling, Richard Adkins, Joan Lionetti, Margaret Livingston (by proxy), and Joanne Roberts

Members Absent:

Kent Bushman, Jay Harper, Tom Jernigan, and Chris Martin

Public:

John Richardson, Forestry Program Specialist – Urban & Community Forestry and Forest Health, Arizona State Forestry

Co-chair Alix Rogstad welcomed the Community Forestry Committee members and guests in attendance.

2. Approval of the Minutes

- Joan Lionetti moved for approval; Richard Adkins seconded
- Minutes were approved.

3. Update on Forest Health Council (that pertains to Committee) ~ Kent Bushman, Arizona Public Service

- Alix Rogstad, Arizona State Forestry (due to Kent Bushman's absence) provided a quick update:
 - National Legislation Update. The Farm Bill was renewed in January that includes a provision for the Forest Action Plans to be extended to 2018. This

means that Arizona's Forest Action Plan will go through its scheduled revision in 2015, and thus this Committee's development of a 5-year UCF Program plan will be able to coordinate with that effort.

- State Legislation Update. There are 3-4 bills that have been introduced in the State Legislature that would provide additional funding to multiple agencies, including Arizona State Forestry, to complete fuel reduction projects throughout the state, including in some wildland urban interface areas. Although this would likely only indirectly impact UCF projects or program implementation, it is good to be aware of the possibility to coordinate efforts.

4. Discussion and Approval of Committee Operational Guidelines (Charter)

- a. Term limits for Committee Members**
- b. Identification of Proxies**
- c. Tie-break Votes**
- d. Meeting Attendance**

- Alix R. briefly discussed the *DRAFT* Committee Operational Guidelines (Charter) that was shared with the Committee in July and reviewed items from the Meeting Notes taken during a working group meeting in October. *Joanne Roberts moved for approval of the Charter to establish the committee; Margaret Livingston seconded. Charter was approved unanimously.* (Approved provisions described below will be incorporated into the Charter.)
- Term Limits. It was suggested that the Committee consider 2-year appointments for each member, and that a member can serve two consecutive terms before being required to sit off the Committee for one year. (After which the member may be eligible to serve on the Committee again.) The current members of the Committee are serving 2-year terms and will have the option to roll off, or continue for 1-year or 2-year term at the end of their first term (in order for the Committee to achieve a tiered rotation of membership). A "year" is defined as January – December (calendar year). *Joanne R. moved for approval; Richard Adkins second. Term Limits provision passed.*
- Identification of Proxies. Proxies may be designated prior to a meeting or during a meeting if a member has to leave early. Designated proxies will have the same abilities and voting rights as the Committee member. *Joanne R. moved for approval; Margaret L. seconded. Identification of Proxies provision passed.*
- Meeting Attendance. Four Committee meetings will be held each year (quarterly). A Committee member may only miss two (2) meetings within a year. A member would be considered absent when they cannot a) attend; b) send a proxy; or c) attend via phone. If a Committee member is absent more than two meetings within a year, the seat would be considered vacant and a replacement would be recruited. *Joan L. moved for approval; Joanne R. second. Meeting attendance provision passed.*
- Tie-break Vote. It was suggested that if there was a tie in voting, that the Agency liaison would vote as the tie-breaker. *Richard A. moved for approval; John Sterling second. Tie-break Vote provision passed.*

5. Arizona Forest Action Plan Overview ~ Alix Rogstad, Arizona State Forestry

- a. Key State Priorities, Goals and Action Items**
- b. Urban and Community Forestry Connections**

- Alix R. gave a short refresher to the State's Forest Action Plan overview provided in the July 2013 meeting. The State's Forest Action Plan (FAP) will undergo revisions in 2015, and Alix R. passed out a summary table of current UCF Program actions and how they fit within the existing FAP.

6. Discussion and Committee Work: Development of UCF 5-year Strategic Plan

- a. Urban Forests Needs Assessment**
- b. Discussion and Identification of 2014 Priorities**
- c. Discussion and Identification of 2014 Opportunities**

- Alix R. gave a short update on the working group discussion from October, and the purpose of a UCF 5-year Strategic Plan. The Committee will develop a framework and overview – perhaps identify specific priorities and/or gaps – and the Arizona State Forestry UCF Program staff will work with the Committee to flesh out the details.
- Joan L. mentioned the need for conducting an Urban Forests Needs Assessment in the first year – targeting the survey to identify contacts, services and resources available, and programs offered in communities within/across Arizona. Richard A. suggested that the need is greater in smaller communities and that the survey should target those areas. *Joanne R. moved that a comprehensive urban forests needs assessment be included in the 5-year strategic plan and targeted for completion in the first year; Margaret L. second. Motion passed.*
- Alix R. referenced the summary table provided during the meeting (*Arizona State Forestry, Urban and Community Forestry Program Connections to Forest Action Plan*, pages 1-10), reminding Committee members that the Strategic Plan must fit within Arizona FAP's goals. She suggested that this document may be useful for identifying priorities and gaps. One area for consideration is identifying priority areas for awarding Community Challenge Grants. For example, the 2013 CCG grant cycle prioritized "Maintenance"; it would be great to include priorities for each grant year in the Strategic Plan (based on targets in the FAP).
- Joan L. suggested that one priority might be "Advocacy and Policy". Joanne R. suggested adding "Community Planning" to this priority topic because planning is such a big component of urban forest management policy (they go hand-in-hand). One example project might be the development of a community tree replacement policy. Richard A. suggested that although this is a good concept in theory, for implementation it would likely require a clause in the event of budget limitations or restrictions. Joan L. continued, suggesting that this type of priority should be focused at a community engagement level (not at the neighborhood level) because it would need to be tied to some entity that can actually make policy decisions. Joanne R. suggested that there needs to be measurable

outcomes – perhaps action on the ground like trees planted, or the development of a tree planting program that is monitored over time. Richard A. added that this topic priority could also include the inclusion of pruning and ANSI standards, and perhaps even the development of specific BMPs.

- Richard A. suggested that another priority topic for consideration might be “Maintenance” – even though it was a priority in the most recent year, there is a consistent need to improve maintenance of urban trees and all that goes with it. Joanne R. agreed. Joan L. suggested that topic definitions could be offered for each priority year to keep the emphasis where we want it instead of letting communities come up with their own definitions for the priority topic.
- Joanne R. asked why research grant proposals are not regularly submitted. Alix R. responded that it’s not the program intent to fund large research projects (those are funded through the Research branch of the Forest Service and other larger-dollar grantors). The CCG program’s “research grants” are intended to be seed grants to kick-start larger projects, and to find ways to fill information gaps for Southwest ecosystems where our communities work. For example, one research project that was funded last year was a project conducted by UA Extension (Ursula Schuch) on the irrigation requirements of trees used in the urban environment. This type of project is small-scale and very relevant to Arizona, but may not be looked upon favorably by larger granting agencies/organizations because of its perceived limited applicability. Joanne R. added that she liked the concept of research, though it should be applied and the information learned should be disseminated (and any funded proposal should include a discussion about how this will be done).
- Richard A. suggested that another priority topic might be “Edible Trees”. This seems to be an item of up-and-coming need and interest, and it would be good to encourage communities to begin looking at ways to incorporate edible trees into the landscape and to harvest from existing trees. John S. agreed that this would be a strong interest to the Yavapai-Prescott Indian Tribe because of the connection to oak trees/acorns. There are a number of established cultural and heritage gardens where this priority topic could be applicable.
- Community Challenge Grant Priorities (for 5-year Strategic Plan). Based on the discussion, proposed priorities for Community Challenge Grants are the following:
 - Year 1 – Advocacy, Policy and Community Planning
 - Year 2 – Maintenance (emphasis on tree replacement)
 - Year 3 – Edible Trees – Cultural and Heritage Connections
 - Year 4 – Education and Outreach
 - Year 5 – Research and Dissemination for Practical Application

Joanne R. moved to accept the priority suggestions; Joan L. second. Motion passed.

- Community Challenge Grant (CCG) Review Committee. Joan L. asked about the current review committee make-up. Alix R. responded that there are typically between 5-6 reviewers comprised of internal (to ASF) and external people. One other state agency is

represented, an educator (usually connected with AAEE), as well as at least two community members (at-large). Review committee members are from multiple counties in the state (not all from the Phoenix metro). Joan L. expressed a concern that there was limited “community” representation on the review committee, and suggested that grant review would be a good function/role for the Committee. Joanne R. asked about whether Committee members who represent a community or organization that submits a proposal should be a part of the review committee and rank all the proposals. A lengthy discussion followed and it was concluded the Committee member with any perceived conflict of interests could recuse himself/herself from that proposal’s review. After some discussion, it was suggested that a minimum of five (5) Committee members must review grant proposals, and that it would be best to hold a face-to-face meeting once reviews/rankings are completed so a final recommendation can be made to the State Forester for funding. *Richard A. moved that the Community Forestry Committee along with the ASF UCF Program Manager serve as the CCG review committee, where Committee members cannot review their own applications (if submitted) but can review others; John S. second. Motion passed.*

7. Call to the Public

~No Comments~

8. Meeting Schedule and Location

- Next scheduled meetings:
 - Thursday, 8 May 2014 (Sierra Vista Ranger Station District Office; 5990 S Highway 92; Hereford AZ)
 - Thursday, 14 August 2014 (Prescott)
 - Thursday, 13 November 2014 (Tucson)

Meeting adjourned at 1107 AM

*Dated 13 February 2014
Arizona Forest Health Council*

<http://www.governor.state.az.us/FHC/>